



SAINT JOHN'S

Full Governing Body Terms of Reference

School Vision

Our aim at school is to provide a secure, happy environment 'where we all flourish', working in partnership with parents/carers. Our Christian values are central to the school's vision.

Purpose statement

The Full Governing Body (FGB) exists to take a strategic role, act as a critical friend to the school and be accountable for school decisions. The FGB will set aims and objectives, aligned to the school development plan, and will review, agree and monitor policies and priorities.

Membership and meetings

The FGB shall adhere to its Instrument of Government with regards to governor types and numbers.

- Quorum for meetings shall be:
 - The Chair or Vice Chair and not less than 2 non-staff members
 - The Head Teacher or Deputy Head Teacher
- The FGB will nominate non-staff members as Chair and Vice Chair. The Clerk may be an employee.
- The FGB may make recommendations to the Governing Body for co-option of non-governor members for specific matters and advise whether such members should be given a vote
- The FGB will meet at least **four** times a year
- In the event of a tied vote, the Chair or Acting Chair/Vice Chair will have a casting vote

Once approved Governing Body meeting minutes will be made available from the school office except for matters considered confidential.

Terms of Reference:

The Governing Body will:

- Authorisation of Terms of Reference for all committees
- Appoint co-opted governors, recruit for parent Governor vacancies and advise for staff governor vacancies
- Liaise with the Diocese to recruit and appoint Foundation governors and the Local Authority for LA governors
- Receive Head Teacher reports and take appropriate action
- Review and approve the school development plan, taking appropriate action
- Review school policies, taking ownership of statutory policies and making appropriate amendments
- Ensure that all statutory school policies are updated on the school's website
- Review national test results and take appropriate action
- Review the level of exclusions and take appropriate action
- Review sub-committee structures and delegations
- Ensure compliance with safeguarding and GDPR (General Data Protection Regulation)
- Ensure induction for new governors and ongoing training for all governors
- Encourage governors to visit school and contribute to the governors' monitoring and feedback procedure
- Ensure actions are followed up from governors' action plan
- Ensure at least two governors are appointed to complete the Head Teacher's performance management
- Maintain and update annually a file of pecuniary interest declarations for governors
- If required, consider the suspension of a governor

Finances

The Governing Body has a strategic role in the financial management of schools and its key responsibilities include:

- Approval of annual budget and three-year Budget Plan
- Approval of financial regulations and procedures on an annual basis
- Authorisation of non-budgeted expenditure and virements as per the finance policy
- Agreeing financial priorities through the school development plan
- Appointment and salary of Head Teacher
- Determination of the staff complement and pay
- Acting as a critical friend to the school on all financial matters

Policies

The FGB will review and ratify the following policies: Governor Allowances, Governor Instrument of Government, Behaviour and Relationships, Safeguarding and Child Protection, plus non-statutory policies: Governor Code of Conduct

The FGB will not delegate any functions relating to: the constitution of the Governing Body (unless otherwise provided by the Constitution Regulations), the appointment or removal of the Chair and Vice-Chair, the appointment of the Clerk, the suspension of governors, the delegation of functions and the establishment of committees.

Delegated Functions Overview

The FGB will establish appropriate sub committees and agree their Terms of Reference which will be included on the school's website. These committees will report back to the FGB and will make meeting minutes available to all. Decisions not managed at committee level will be brought to FGB with recommendations for approval.